



Measure L Citizens' Oversight Committee

1st Floor City Council Conference Room Area 'B'

Monday February 9, 2015

APPROVED MINUTES

COMMITTEE MEMBERS

L. Scott Garver, George 'Andy' Anderson,
Robert Gould, Ted Ribultan, Michael Petersen

Regular Meeting – 5:30 p.m.

This meeting room is wheelchair accessible. Accommodations and access to City meetings for people with other handicaps may be requested of the City Clerk (499-5002) five working days in advance of the meeting.

CALL TO ORDER: Meeting was called to order at 5:30

ROLL CALL

Present: A. Anderson, R Gould, T Ribultan, M Petersen

Absent:

Staff: Chief R. Strand, Dennis Speer, R. McQuiston

Recording Secretary: K. Harker

APPROVAL OF AGENDA: *Motion To Approve Agenda Was Made By B. Gould, Seconded by T. Ribultan. Motion Carried By Voice Vote of 5 Ayes, 0 Nays, 0 Absent, 0 Abstain*

APPROVAL OF MINUTES *Prior to the meeting Mr. Andersen contacted the recording secretary (by email 2-6-15) to make changes. Ms. Harker has already made those in the minutes of 9-8-14. Ms. Harker had not placed in the Approval of Minutes the changes so the Committee was unable to vote on the minutes today. She will add them to the next meeting so that the committee can vote at that time. The Approval of the Minutes of September 8, 2014 were tabled to the next meeting. These are changes made to the minutes of 9-8-14: Item 1 Public Items not on the agenda, line three: There will be people there who will be helping with the hiring process of getting jobs (redundant). Item 2 Fiscal Year 14-15 Revenue and Expenditure Report from Gas Tax and Engineering (Public Work Department) comment of Andy Anderson: Andy Anderson felt that if he wrote a letter to the editor informing the about the streets (remove the first the). Item 3 Resolution #14-02 there needs to be a zero prior to the word absent in the approved vote.*

PUBLIC COMMENT OF ITEMS NOT ON THE AGENDA

- Public Comment opened at 5:37
- Public comment closed at 5:38

DISCUSSION AND OTHER ACTION ITEMS

- Fiscal Year 2013-2014 End Revenue and Expenditure Report from the Finance Department:

Ms. McQuiston spoke to the committee about the account funds and the transfers that were involved for Public Safety and the Street Department (Gas Tax) Funds. She did not put on her information sheet to the committee any Capital Improvement Account information. Ms. McQuiston started to explain the different line items that were given to the committee members in their agenda packet and how the line items related to the transfers. Mr. Ribultan at this point asked the committee and Ms. McQuiston if the presentation could start from the beginning of the documentation that was handed out in the agenda packet.

Ms. McQuiston explained to the committee that FY 13/14 has a carry-over of \$400,313 and that \$429,664.48 is an estimate of what was used for the Capital Improvement Program. Ms. McQuiston and Mr. Speer explained the difference between the Street Maintenance and the Capital Improvement Program. Mr. Ribultan feels that the first page in the agenda packet of the financial report is not labeled well and that a citizen would not be able to understand this document. Mr. Ribultan spoke about his vision of getting the word out to the public regarding funding of Measure L Funds. Mr. Ribultan asked if any vehicles were purchased in FY 13/14 for the Police Department. Both Chief Strand and Ms. McQuiston felt that other funds were used for vehicles and that the majority of Measure L funds were used for officers.

Chief Strand felt confident that Measure L dollars funded ten(10) officers, a code enforcement officer and miscellaneous changes that are acquired when hiring a new officer. New vehicles might have been purchased in FY 13/14 but Ms. McQuiston would have to verify and get back to the committee. She remembers that the other funds (possibly Prop 172 funds) were used.

There was some confusion about the Financial Reports that were given out at the meeting in the agenda packets and what Ms. McQuiston had. Ms. Harker handed out a new report that Ms. McQuiston had Ms. Sloan redo for the committee's consideration. She also went and retrieved from her files and printed out the FY 12/13 Measure L Funding.

The committee discussed the need for the Finance Director to authenticate what the funds had been used for in both Public Safety and in the Streets Department (Gas Tax) fund and then be able to tell the committee what had been done. The committee can then generate a statement to the community that is based on facts regarding the funds that has been spent and authenticated.

Mr. Ribultan asked how the Measure L dollars come into the city from the State.

Ms. McQuiston indicated that it works something like this:

1. The City receives Funds for Measure L on a Monthly Basis.
2. The State will advance the funds based on what the City feels are our projections.

3. Every three months the City receives new dollars from the State and they will take any funds away if the City did not meet what they had advanced the City in the previous three months.
4. It's sometimes not until the 6th month that you are in balance with what has really been earned in Measure L Funding.

There was a discussion about the first year of Measure L Funding. Mr. Speer discussed that during the first year the budget was out of balance and that the new City Council had to make tough decisions and if they hadn't used the Measure L for officers this would have left the City seven officers short. It was at this time that the City Council had indicated that if there was any carry-over from the previous year they would like to see it used for Street repair and maintenance.

Mr. Ribultan would recommend that the City doesn't stack up the reserve and that the City spends it. The Committee discussed once again how the funds are received and how the City runs a fiscal year from July 1 – June 30 and funds are still being received until October or November. Also the Street paving season is April through October which travels through fiscal years.

The Committee discussed how a voter will make a decision in a ten (10) minute pamphlet or how to sell the measure again. Some members felt that by making the report smaller and simpler, this would allow for a citizen to make a decision in that short period of time.

Public Comment:

Mr. Wiknich would like to know what the word “reserve” means. The word reserve is fixed to the carry-over from year to year.

➤ **Fiscal Year 2014-2015 Revenue Report from the Finance Department:**

Mr. Ribultan had a problem that this FY 14-15 started with the exact amount of 400K. Ms. McQuiston indicated that if you look at the Report it is really \$400,313 and that the Finance Department only transferred 400K into the Street Fund.

The Annual Report Presentation on March 18, 2015 to City Council: With the short time that was in front of the Committee, the Committee felt it was important to focus on the expenditures and revenues. Mr. Anderson felt that there needed to be a section that dealt with the paving season versus the financial season. Mr. Petersen felt that he had good information in the report from last year that could be used. He felt that they could remove some of the tables and charts that have not been kept up with and that would reduce the size of the document.

Mr. Garver would like to have a table given to Ms. McQuiston once a month that could be populated and returned back to the committee for evaluation and then be able to put into a message to the public or into their report. Ms. McQuiston offered to sit and go over a format for an Annual Report that the Committee would be able to present to the City Council or to be used in press releases.

Ms. Harker will send Ms. McQuiston a reminder to her calendar so that she knows when the committee would need to have that information to meet their agenda.

The Committee discussed how they will balance into the CAFR. Ms. Harker asked that the Committee Members to look at the Ordinance to make sure that they have to balance to the CAFR and that they aren't supposed to use it as a tool. Mr. Speer wanted the Committee to understand what Ms. Harker was trying to state was that the Committees main function was to look at the expenditures and revenues of the Measure L funds and make sure that the City Council had appropriated them in the proper manner. The Committee felt that they still needed to balance to the CAFR and that they needed to look at the budget on a whole to make sure that the Measure L Funds were being used properly against the CAFR. Mr. Ribultan felt that is was what the City would want the Committee to do to have a full and complete report from the Measure L Committee to report to the community. Mr. Anderson asked again if we had two budgets one for Measure L and one that showed the regular budget it would make it easier. Both the Ms. McQuiston and Mr. Speer reassured the members that this has been done with a separate column in the budget to identify Measure L funds.

Ms. McQuiston wondered if a small independent auditor shouldn't come in and look at what she is doing with the Measure L Funds and report on just that since the CAFR is such a high level document.

Ms. Breedan asked about having a simpler report that citizens can see and understand with not so much information but more of a two to three paragraph executive summary. She felt that the simpler the better as that most people were not going to wade through 148 pages of documentation to see what was done with the tax dollars.

Mr. Petersen felt that he would be able to adjust the executive summary by deleting a good majority of the information that doesn't apply to the FY 12/13 and make it more appropriate for FY 13/14. Mr. Petersen brought up the old report on his computer and started explaining what could be removed. Mr. Anderson wanted to make sure that the Committee retained the two to three paragraphs about the back fill of Measure L funds and that required the references of the ten (10) year history of expenditures. Instead of putting in all of the information, the report could include the references or where the citizen would be able to find the information.

In Proceeding with Annual Report the committee usually does a PowerPoint Presentation to the City Council. The Committee is on the Agenda March 18, 2015. Last year it was a presentation of about twenty slides and this usually is in the agenda packet. Mr. Petersen discussed more about what could be removed from the Annual report. He felt that Section 4 could be removed; update the numbers from the Finance Department and plots; but he felt he could keep Table 3.

Mr. Ribultan brought forward that he wanted to be part of working on the report for the FY 13/14 with the help of Mr. Petersen. Mr. Ribultan just wanted to make sure that no one else from the committee wanted to help with this project before the proceeded forward. No one else from the committee saw an issue with Mr. Petersen and Mr. Ribultan moving forward working on the Annual Report for the FY 13/14 and getting the presentation completed for the City Council on March 18, 2015.

Mr. Ribultan and Mr. Petersen will set up an appointment with Ms. McQuiston so that they can move forward within the next three weeks. They will need to make sure that

and information for the FY 13/14 be submitted to Karen Harker for the Special Meeting scheduled February 19, 2015 so that it can be posted in time for the agenda to get out.

Public Comment:

Tom Wiknich wanted to let the Committee know that lacking an independent auditor the committee needs to do your research and verify your numbers and basically do audit.

➤ PowerPoint Presentation for Service Groups – Bob Gould

Mr. Gould discussed how he has made a PowerPoint presentation and he would like to have input from the committee, staff, and mayor. He is trying to make it simple but get the word out to the community. He went around to the streets that had been done with Measure L funds and took pictures.

Ms. Harker has the presentation and she will send it out to the members but has asked for the members “do not reply all” to not violate the Brown Act. If any member has comments, please just respond to Ms. Harker and she will forward the comments to Mr. Gould.

Mr. Ribultan asked for guidance from the committee in regards to sending out information to the public. The committee discussed the protocol for press releases. The main issue would be that any committee member must remember that he/she is giving their own opinion and not that of the committee. Mr. Gould did not need to show his presentation to the committee just wanted to get the committees’ comments.

CITIZENS’ OVERSIGHT COMMITTEE COMMENTS

Mr. Ribultan – Mr. Ribultan feels that the committee needs good visibility. He would like to see the gas tax fund table in the report. Also asked about the TAB Funds and can I see how they work. Ms. McQuiston will like to speak to Mr. Ribultan off-line for 1 hour before presenting it to the committee in a report. Could have upwards to 12 million dollars from Measure L funds and this is important for the community to know how it was spent.

Mr. Gould – No Comment

Mr. Petersen – It’s great to be back and working on the report.

Mr. Anderson – There has been good work here tonight and I will attempt to bring something to the table to make the report simple at the next meeting.

Mr. Garver – I would like to welcome one new member and a half member to the committee. It has been a number of months since a meeting. I would like to thank the mayor and Ms. McQuiston and staff for being here tonight and I am looking for to getting the report done.

SUPPORT STAFF COMMENTS

➤ Update on Projects from Public Works & Public Safety
Chief Strand

- ✓ 3 new police cars all with extended 120 thousand mile warranties
- ✓ 7 new police officers

- ✓ 1 new code enforcement officer – 97% to 98 % enforcement- quality of life issues
 - ✓ Without this funding the department would suffer with being able to provide quality service to the community.
- Dennis Speer
Gave an Overview of Projects Funded by Measure L for Fiscal Year 13/14 and 14/15.
Ms. Harker informed the committee that she would email the presentation to the members.

FUTURE AGENDA ITEMS

Special Meeting February 23, 2015

Fiscal Year 2013-2014 End Revenue and Expenditure Report from the Finance Department:

NEXT MEETING:

- **March 9, 2015**
- PowerPoint Presentation for Service Groups – Bob Gould

ADJOURNMENT: Meeting was adjourned at 7:56